

CITY OF HOUSTON

Job Posting

1 Applications accepted from:
2 Job Classification
3 Posting Number
4 Department
5 Division
6 Section
7 Reporting Location
8 Workdays & Hours

ALL PERSONS INTERESTED

JAIL ATTENDANT

PN #106769

HOUSTON POLICE

JAIL DIVISION

N/A

61 RIESNER*

VARIOUS SHIFTS AND DAYS OFF*

*Subject to change

9 DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Handles prisoners during livescan process. Ink prints prisoners for identification purposes. Searches prisoners at the intake door of livescan for weapons and contraband. Operate computer system during pre-booking process of prisoners. Conduct searches of prisoners in pre-book status and supervises their movements.

10 WORKING CONDITIONS

Requires the ability to exercise physical control and dominion of incarcerated individuals. Manual dexterity is essential for the performance of activities including but not limited to handcuffing, searching, and escort of incarcerated individuals to court, jail holding and housing units. In addition, this position routinely requires lifting of moderately heavy items up to 40 pounds and/or long hours of standing or walking during the performance of duties.

11 MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or GED certification. Must attend and successfully pass Jail Attendant School coordinated by the Jail Division, affiliated with the Houston Police academy.

12 MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

13 MINIMUM LICENSE REQUIREMENTS

None

14 PREFERENCES

It is preferred that applicants have a valid Texas Class "C" Drivers License, and must be in compliance with the City of Houston's Policy on driving. (AP 2-2)

15 <u>SELECTION/SKILLS TESTS REQUIRED</u>

To be considered for this position all qualified applicants must first pass a reading comprehension/vocabulary test given at the time of interview.

16 | <u>SAFETY IMPACT POSITION</u> ⊠ Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 | SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 9

\$693.00 - \$919.00 Biweekly \$18,018.00 -\$23,894.00 Annually

18 OPENING DATE September 14, 2005

19 CLOSING DATE September 20, 2005

20 APPLICATION PROCEDURES

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test, must present proof of non-infectious Tuberculosis test result and are subject to a physical examination and verification of information provided.

Our TDD phone number is (713) 837-9496.

An equal opportunity employer